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18 May 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Report for the
Week of 8 May

1. Courses

a. Advanced Intelligence Seminar (AIS)

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The ninth running of the Seminar opened on 10 May at [REDACTED] with Mr. Colby spending over four hours with the class beginning with the dinner hour. Mr. Colby answered in some detail, students' questions on Agency priorities, personnel, and minority problems.

b. Seminar on Economic Intelligence

OTR Special Bulletin (7-72) announced that the Office of Training and the Office of Economic Research have arranged a seminar on the new directions in CIA's economic intelligence effort in support of US international economic policy. The purpose of this seminar is to provide an orientation for collection officers, research analysts outside OER who deal with economic intelligence as part of their work, and officers in elements which support production. The seminar is scheduled to be run on Tuesday, 30 May, in the Auditorium.

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c. Reading Improvement Course

A special running of this course is scheduled for 22 contract instructors from the Language School. It will take place 26 June - 7 July, during which time no regular courses are scheduled.

d. Language

(1) General Walters attended the Portuguese [REDACTED] 25X1A exercise, 8 May, and was an active participant. He took the ground rules seriously and did not speak a word of English from the time he left Langley -- with an officer from the [REDACTED] -- until he left the training site at 25X1A 1500 hours.

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2. Career Training Program

The second interim assignment for the 27 members of the January 1972 class will begin 6 June. As it now stands, the assignment breakdown by Directorate is: DDP - 16, DDI - 10, and DDS - 1.

3. Project HELPFUL

There were 32 Agency people who attended this one-day program at DIS on 9 May. General Bennett led an eighty-minute question and answer period. Most of the questions came from Agency participants. The day was well received by Agency attendees.

4. Notes

In response to a request [REDACTED]

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[REDACTED] we sent him a set of tapes and workbook of the Xerox "Effective Listening" course. He plans to make it available to

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students [REDACTED] who sometimes have a free day between courses. . . .

There are 16 employees enrolled in the 25 May Workshop for Training Assistants. Emphasis will be placed on processing and procedures for enrolling Agency people in internal and external training. . . . We expect to have 12 enrollments for the special seminar on the Peoples Republic of China which will be conducted by the Foreign Service Institute, 12-23 June. Tuition is \$440 which will be funded by the specific offices. . . . The SB Division has submitted six requests for language courses at the Foreign Service Institute beginning in August 1972: three Serbo-Croatian, one Hungarian, and two Romanian. Total tuition amounts to approximately \$33,800 including required area seminars.

5. Briefings

There were three briefings given during this reporting period including one on 11 May for Lt. Gen. Howard W. Penney, newly appointed Director of the Defense Mapping Agency (DMA), and 10 May to Commander Parnell on SIWA's writing curricula to aid him in establishing a writing course at DIS. He was also given a set of course exercises used in OTR's Intelligence Writing Workshop.

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6. Guest Speakers

Attached is a list of high-level guests who will participate in OTR's programs to be conducted during the week beginning 21 May.

HUGH T. CUNNINGHAM
Director of Training

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Next 2 Page(s) In Document Exempt

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